

Minutes of the Meeting of
Louisiana State Board of Architectural Examiners
Baton Rouge, Louisiana
March 18, 2011

Attending Richard LeBlanc, President presiding
 Ronald Blicht, Secretary
 Allen Bacqué
 Creed Brierre
 John Cardone, Jr.
 Robert McKinney
 Teeny Simmons, Executive Director
 Paul H. Spaht, Board Attorney
 Robert Eddleman, Board Investigator

Call to Order

1. The meeting was called to order by the President.

Minutes Approved

2. The minutes from the meeting held December 17, 2010 and the continuing education committee meeting held Friday, March 11, 2011 were approved as written.

IDP Report

3. Ms. Marsha Cuddeback presented the following IDP report:

1

PROGRAM DEVELOPMENT

Funding Request for New IDP Program Proposal: To develop awareness of the value of establishing an NCARB record during school and increase the number of students enrolled.

NCARB NOW! *finding opportunities during the path to licensure (project title under development)*

- The Board supports the idea and suggested a more comprehensive approach, i.e., funding a large % of students from each school - \$100 fee for establishing an NCARB record
- Discussion included a strategy for delivering the funds - through the schools or other venue
- Suggested the possibility of the Board receiving an invoice/bill from NCARB to cover the cost of student applications to avoid the issue of donation or gift
- Everyone agreed that this required additional planning
- Agreed to prepare a proposal for the June Board meeting

2

EVENTS

New! AIA Baton Rouge and IDP - Outreach

After hours program update and discussion with local interns (M. Cuddeback)

- Tuesday, March 22, 2011, 5:30-6:30 PM, AIA BR Conference Room
- Tuesday, March 29, 2011, 5:30-6:30 PM, AIA BR Conference Room
- Thursday, April 7, 2011, 5:30-6:30 PM, AIA BR Conference Room
- Thursday, April 14, 2011, 5:30-6:30 PM, AIA BR Conference Room

IDP Program Update

IDP Update and Discussion with students and faculty

- Louisiana Tech

Wednesday, February 2, 2011 (presented by Martin Smith, NCARB)

- University of Louisiana Lafayette
Friday, February 18, 2011, Noon, Lecture Hall Room 134 (M. Cuddeback)
- Louisiana State University
Monday, March 21, 2011, 11:30 AM, College Commons (M. Cuddeback)
- Tulane University
Wednesday, November 3, 2011 (Harry Falconer, Ron Blitch, Teeny Simmons)
- Southern University
TBA (M. Cuddeback)

3

UPCOMING CONFERENCES

Spring 2011 South Quad Conference (<http://www.sqlouisiana.com>)

Hosted by Louisiana State University and University of Louisiana Lafayette

March 31-April 3, 2011, Baton Rouge and Lafayette

Louisiana IDP Forum 2011

Saturday, September 17, 2011 at Tulane University, School of Architecture. Jonathan Tate is developing an internal committee and will provide an update prior to the Board meeting on 03.18.11.

- Discussed change in location and time (Tulane is not going to host)
- Suggested January 2012, Robert McKinney volunteered himself and Geoff Gjertson to assist in developing a format, determining the location and date - maybe UL and LSU co-hosting.
- Suggested dates - Saturday, January 14 or Saturday, January 21 one day forum so that participants only have to "give up" one day.
- Travel to the venue the night before the Board indicated that they are interested in funding the event.
- AIA LA (Lynn) also said that funding the event would not be a problem since it is next January.
- The Board (Ron Blitch) also indicated the importance of the event - not only to LA but to NCARB and suggested inviting participants from adjacent state.
- I agreed to have a proposal developed for the June Board meeting (both budget and format)

2011 IDP Coordinators Conference

July 29-30, 2011, Chicago, IL. Registration forms and funding details will be available mid-March.

4

NCARB

▪ **IDP 2.0 Phase 3**

Phase 3 will be implemented in fall 2011. The current seven work settings will be condensed to three experience settings, and instead of IDP core competencies, there will be a list of tasks that interns must accomplish. *Supporting document: 2007 Practice Analysis of Architecture.*

(Phase 1 and 2: simplified reporting process, supplementary education employed or unemployed, training units to training hours, e-EVR, six-month rule, updated definition of "direct supervision.")

▪ **Emerging Professionals Companion**

Visit: <http://www.ncarb.org/idp/enews/2010/april/index.html>

NCARB recently completed a quality control review of the EPC 2009. During this review, it was discovered that 11 exercises and/or activities were not properly aligned to the results of the 2009 Linking Study. NCARB has carefully reviewed the anomalies and is currently in the process of working with the AIA to update the content on the EPC web site. NCARB has removed the affected items from the e-EVR pull down menu while these adjustments are being made. Interns impacted by these adjustments will be notified.

5

NEWS

Community-Based Design Center/Collaborative

Effective 1 December 2010, The LSU Office of Community Design and Development is on the list as a recognized charitable organization for which interns can be perform volunteer services and receive up to 40 IDP Training Hours as outlined in the IDP Guidelines.

<http://www.ncarb.org/Experience-Through-Internships/Meeting-NCARB-Experience-Requirements/Supplementary-Education/Supplementary-Education-Core/Community-Based-Design-Collaborative/Design-Collaborative-List.aspx>

UPDATED! Louisiana IDP Weblog

Visit <http://www.louisianaidp.org>

Executive Director's Report

4. The Executive Director reported and discussed the following:
 - A. 2011 delinquent renewal reminder postcards mailed.
 - B. 2010 continuing education audit letters mailed.
 - C. Continuing to work with Peacock Communications on website update.
 - D. Working with Skipper Post and Scott Perrilloux (Interstate Electronic Systems) installation of large TV/monitor and connections in board room.
 - E. The Board approved the purchase of new chairs for the Board room since present chairs are around twelve (12) years old and rather large and hard to maneuver.
 - F. Working with Paul Spaht (to be discussed later in agenda) on the following matters: continuing education procedures/fines, general guidelines for fines/penalties, building official manual.
 - G. Attendance:
 1. January 6/Meeting with Peacock, Dell representatives, EMCO representatives

2. January 26 (N.O.) AIA/LA Board of Directors, along with Ron Blitch
3. January 27-28 (N.O.) Critical Issues Summit
4. January 31, 2011/David Broussard (Sound Cinema)
5. February 14/Skipper Post and Scott Perrilloux (am) Fire Marshal (Interior Design) meeting (pm)
6. February 15/Kami McDonald (Peacock)
7. March 9-13/Jersey City (SC/NCARB)
8. March 15/Representative Scott Simon and Marsha Cuddeback (IDP)

Legal

5. Mr. Spaht presented the following legal matters for discussion/action:
 - A. Chapter 15 (Titles, Firm Names, and Assumed Names) – The board reviewed the NOI published on February 20, 2011, in the Louisiana Register proposing to amend Chapter 15 of the board rules concerning Titles, Firm Names, and Assumed Names. The NOI was reviewed for informational purposes, and the proposed amendments will be considered for adoption at a future meeting after the required time delays have expired.
 - B. 2011 proposed legislation – The board reviewed drafts of two proposed legislative bills. One bill proposes to adopt R.S. 37:158 concerning firm practice, and the other bill proposes to amend R.S. 37:155 concerning exemptions from the licensing law. Lynn Robertson advised that AIA-Louisiana had met with Representative Scott M. Simon who has agreed to sponsor these two bills in the upcoming fiscal session, unless he is unable to do so because of the limitation of five bills per legislator in the fiscal session. He may be able to only sponsor the bill concerning exemptions. No further board action at this time was considered necessary.
 - C. Building Official's Guide to Architecture Requirements – The board reviewed a draft Reference Manual for Building Officials and Design Professionals prepared by Mr. Spaht. Mr. Spaht updated the 1995 edition of this manual in accordance with the current licensing laws and rules of architects and engineers. Since the 2011 legislature may amend the Architects Licensing Law concerning exemptions, Mr. Spaht suggested that the manual not be finalized at this time. After discussion, it was decided that Ms. Simmons will advise the Executive Director of the Louisiana State Board of Registration for Professional Engineers and Land Surveyors of the board's efforts on this issue, and she is authorized to share the updated draft of the manual with such director. The board hopes that this manual will in due course be published jointly by the two licensing boards.
 - D. Surplus funds – The board reviewed a letter dated December 29, 2010, from the Attorney General's Office advising that the board's request for an AG opinion had been assigned to Michael Vallan of its office. Ms. Simmons advised that no further information from the Attorney General's Office had been received. If an opinion is not received prior to the next meeting, Mr. Spaht will seek to obtain a report from Mr. Vallan concerning the status of the board's request.
 - E. Professional Focus Group/Ladd Ehlinger – Mr. Ehlinger appeared to discuss his request for a list of the names and addresses of IDP candidates. Mr. Ehlinger advised that the Professional Focus Group has a surplus, that it wants to donate this surplus, and that it desires to assist interns in taking the ARE. In his email, Mr. Ehlinger explained that

the purpose of his request is so the PFG can notify the interns to apply to the PFG for Voucher Grants awarded in a drawing to pay for portions of the ARE. Mr. Ehlinger understands that the board does not have the information presently.

Mr. Cardone and others expressed the board's concern for the privacy rights of interns, and Mr. Spaht explained that once the information was received by the board it would probably be considered public information and, as such, subject to disclosure not only to the PFG but to anyone who requested it. Some interns might feel that their right to privacy had been violated.

Mr. Spaht suggested that Mr. Ehlinger provide the board with some sort of notice that the board could publish in its newsletter or website, or send to the architectural profession advising of the Voucher Grant program being offered by the PFG. Mr. Ehlinger agreed to provide such a notice, and the board agreed to work with Mr. Ehlinger in sending this notice to the architectural profession.

- F. Appearance of Lynn Robertson – Ms. Robertson provided a status report on the two drafts of legislative bills, discussed *supra*. In addition, Ms. Robertson requested the board's financial support for the South Quad Louisiana conference which is scheduled for March 31 – April 3, 2011, and which will involve several hundred architectural students from across the region. The conference will provide an opportunity for architectural students to explore Louisiana's unique built environment and also engage with and contribute to the greater issues relevant to the field of architecture. The conference will encourage participation in IDP and the education of interns, both necessary for the licensing of an architect. On motion by Mr. Blitch, seconded by Mr. McKinney, the board agreed to fund up to the sum of \$3,000 the accommodations and honorarium cost for Brian Mackay-Lyons, guest lecturer at the conference, since the conference in general and the lecture in particular will encourage participation in IDP and the education of interns.
- G. Interior Designers – At the invitation of the executive director of the Louisiana State Board of Interior Designers (LSBID), Ms. Simmons attended a meeting in February of 2011 at the Fire Marshal's Office. Also present were Don Zeringue (OFM), Butch Browning (OFM), two other representatives of the OFM, the executive director of the LSBID, two LSBID board members, and the LSBID attorney. During the meeting, the LSBID asked the OFM several questions concerning what prohibited interior designers from stamping plans. Ms. Simmons invited the LSBID to attend the March 18th LSBAE board meeting or present any materials that it wanted the LSBAE to consider. Ms. Simmons reported that the LSBID had declined her invitation, and the board reviewed an email so confirming. No further board action was considered necessary at this time.
- H. Personal financial disclosure form deadline – Ms. Simmons reminded the board that the personal financial disclosure form deadline for all board members is May 15, 2011. Mr. Spaht encouraged all board members to mark this date on their calendars. The board asked Ms. Simmons to remind them of the deadline on or about April 15, 2011.
- I. NCARB Resolution 2011-A and proposed amendments to NCARB's Legislative Guideline, Model Law and Model Regulations – The board reviewed a draft of Resolution 2011-A concerning changes to the continuing education requirements set forth in the Legislative Guidelines, Model Law and Model Regulations published by

NCARB. This resolution will be considered by NCARB at its June meeting, and it makes a number of changes in the Model Law and Model Regulations. NCARB is seeking to standardize the requirements for continuing education across the country. If the resolution is passed, the board may need to revisit its current continuing education rules and decide if changes need to be made.

Mr. McKinney observed that there may be some inconsistencies in the language and definitions in the ARE, IDP, and proposed CE resolution relating to the grouping of health, safety and welfare categories. For example, the ARE defines building systems as mechanical, electrical, and plumbing, and the proposed CE resolution has the category TECHNICAL which includes "Mechanical" and "Electrical," and the category MATERIALS and METHODS includes "Building Systems." After discussion, it was decided that the Chair of Region 3 will be made aware of Mr. McKinney's concerns.

J. CRC matters – Mr. Eddleman presented the following CRC Matters:

Case # 2010 – 15 – William Greaves - Mr. Eddleman reported on a licensed architect who admitted to practicing and/or offering to practice architecture with an expired license for a period of three (3) months and nineteen (19) days. The respondent has signed and returned the proposed Consent Order offered by the CRC. After discussion, the Board unanimously approved the motion made by Mr. Blitch, seconded by Mr. Cardone, to approve the signed Consent Order.

Case # 2010 – 23 – Michael Konsko - Mr. Eddleman reported on a licensed architect who admitted to practicing and/or offering to practice architecture with an expired license for a period of four (4) months and nineteen (19) days. The respondent has signed and returned the proposed Consent Order offered by the CRC. After discussion, the Board unanimously approved the motion made by Mr. Cardone, seconded by Mr. Blitch, to approve the signed Consent Order.

Case # 2010 – 33 – Space Planners, Inc. - Mr. Eddleman reported on a licensed architectural firm who admitted to practicing and/or offering to practice architecture with an expired license for a period of three (3) months and nineteen (19) days. The respondent has signed and returned the proposed Consent Order offered by the CRC. After discussion, the Board unanimously approved the motion made by Mr. Cardone, seconded by Mr. Blitch, to approve the signed Consent Order.

K. Enforcement Report – Mr. Eddleman presented a written Enforcement Report for the period December 17, 2010 – March 18, 2011. As set forth more fully in this report, the CRC at its December 17, 2010 meeting authorized the issuance of four consent orders. Further, since the December meeting, four cases had been opened, and at the direction of the CRC six cases were closed. Five cases were referred to the CRC for review; the five cases included three cases of unlicensed practice, one case of practicing on an expired license, and one case relative to the signing and sealing of plans not prepared under the supervision of the responsible licensee.

L. Continuing Education Committee – Mr. Blitch presented the minutes of the meeting of the Continuing Education Committee which had met on March 11, 2011. As set forth more fully in those minutes, the committee reviewed the responses of the SC/NCARB to Ms. Simmons' questionnaire requesting information on particular policies,

procedures, and fines/penalties relating to continuing education. After a review of those responses, the committee determined that Louisiana should consistently and always enforce the current disciplinary guidelines which are as follows:

Continuing Education Disciplinary Guidelines

1. Architect has hours but lacks in accepted setting or subject matter	By rule 1315.G(4), architect will be allowed six months to get needed hours. Architect will be audited next year.
2. Architect signs renewal; architect has obtained some, but not all, hours needed as of December 31 For a second offense within 5 years	Fine of \$750, and architect must obtain required hours before renewing. Architect will be audited annually the next three years. Fine of \$1,500, suspension of architect's license for six months, and architect must obtain required hours before renewing. Architect will be audited annually next three years.
3. Architect signs renewal but has not obtained any continuing education hours and fails to do so within 6 months.	Fine up to \$5,000, and architect's license will be suspended until architect obtains necessary hours. Architect will be audited annually next five years.

Mr. Blitch reported that the committee felt that the six month allowance for "non-accepted" hours should be modified to forty-five – sixty days in line with NCARB Resolution 2011-A, if such resolution is adopted. Nothing will be done to change the disciplinary guidelines at this time; rather, modification of the six month allowance will be considered after the NCARB national meeting and as a part of the entire continuing education rules chapter update.

Mr. Blitch additionally reported that the committee had reviewed the general disciplinary guidelines of a few states. The committee requested that Mr. Spaht review the board's present law and rules and identify violations similar to NV (disciplinary matrix) or recommend another guideline formatting, possibly for the June or September board meetings.

Finally, Mr. Blitch reported that the committee suggested a standing continuing education audit committee to review all of the yearly audit responses at the next board meeting. This audit committee could meet in connection with the regular LSBAE meetings during the same time that the CRC meets. This would be in lieu of the present practice of individual board member reviews as is presently done. After discussion, it was decided that Allen Bacque, John Cardone, and Dave Brinson will serve on this continuing education audit committee.

6. Peacock Communications had called and advised they would not need to attend since the website design has not been finalized.
7. The February, 2011 budget report was reviewed.

8. Remaining 2011 meeting dates.

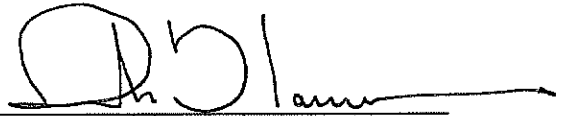
Friday, June 17

Friday, September 23

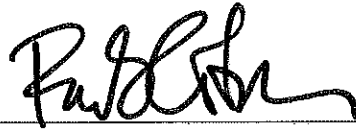
Friday, December 16

6/17/2011

Date



Richard LeBlanc, President



Ronald Blitch, Secretary